



Risk Assessment and Risk Management Record

The Gateway Primary Academy



Establishment: The Gateway Primary Academy		Location/purpose: Return to school		Date: Wednesday 1 st September 2021	
Headteacher: Jamiel Cassem		Total of pupils: 210			
Hazards identified	Assessing the risk	Risk rating H/M/L	Control measures - reducing the risk		Outcome L?
Transport to and from school (particularly the use of public transport)	Risk of increased transmission of virus during journeys to and from school through contact with other people	H	• Where possible, staff and pupils are encouraged to travel on foot, bicycle, motorcycle or own car • Car sharing limited where possible - use of mask advised with windows open. • Use of mask advised when using taxis and adherence to safe travel guidance. • Staff/pupils to remain socially distanced if they need to use public transport. Use of mask in line with government guidance for public transport and hand sanitising before and after travel. • All staff/pupils advised to wash hands when they arrive on site for at least 20 seconds with hot water and soap. • If masks are worn, ensure children/adults know how to safely remove them on arrival to school e.g. reusable ones must be placed in a named sandwich bag and placed in their book bag, disposable masks must be placed in the lidded classroom bin. Hands must be washed before and after putting masks on.		
Breakfast club	Children mixing from different 'year group bubbles' resulting in increased transmission. Adults supervising children from different 'bubbles'. Transmission of coronavirus via surfaces - breakfast resources, toys, games, tables.	H	• Breakfast club will recommence from Wednesday 1st September • Windows to be opened in the hall and servery before the children arrive. The door to the Herons outdoor space can be opened when weather permits. • Children to wash hands on arrival and when arriving in class. • Children will sit in class groups with 3 at a table. • The children will colour and watch DVDs and staff will bring them their breakfast. • Adults to remain socially distanced from the groups and wear a mask while serving them breakfast		L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			Tables to be cleaned prior and post use. Practices to be reviewed at the end of Term 1.	
After school clubs	Children mixing from different classes increasing the potential transmission. Different adults supervising those children. Adults from outside providers coming into school.	H	- YMCA will wait outside of the school office and collect the children from there. - Children will walk to the centre in groups to the YMCA. - YMCA staff will inform The Gateway if any child becomes unwell with Covid - 19 symptoms. - Adults to run clubs that involve their class and their linked class e.g Yr 1 and 2, Yr 3 and 4, Yr 5 and 6 - Dartford football club leader to be supplied with the current Gateway Covid Risk assessment	L risk of YMCA
After school care	Children mixing with children from different groups / schools Children attending multi care providers	M	- Parents are advised to use one provider consistently - Parents ensure that the child care facility are following current government guidelines	L
School start/end of day	All children arriving together, will make social distancing difficult to achieve with parents and pupils leading to risk of wider transmission when parents dropping off children. Children mixing with other children from other year groups on the playground. Width of the pedestrian pathway is limited so parents can-not pass each other with a social distance without stepping onto the drive way. Milestone Road becoming increasingly congested with cars being parked across residents driveways.	H	- Staff members on gate will socially distance from parents and wear a mask at their discretion. - Parents to drop children off at Gate 1 or use the drop off in the morning to avoid gathering on the playground and children immediately enter their classroom via the designated door. <i>Initially a member of their year group bubble will meet them to build up their confidence with where they go at the start of the day.</i> - At the end of the day, parents asked to social distance on the playground in designated areas of the playground. - Parents to be asked that only one parent drops off and collects and that they only bring siblings if unavoidable. - Parents continued to be asked to walk down the school side of Milestone Road towards school and back up the opposite direction when leaving. Parents informed of this at the end of Term 6 (July 2021) - Parents informed of changes to start of the day times and end of the day times via ParentMail (July 2021)	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

	Staff and children removing and storing their face mask when they arrive at school.		- If a parent is running late at the end of the day, children to remain in the classroom with one adult and other adult to inform the office. When parent arrives, office staff collect child from classroom and walk to parent. At 3.30pm children will be taken to wait outside the office. - At the end of the day Mr Rappold will monitor the gate, driveway and Milestone to minimise congestion and identify potential hazards. A member of SLT will support him in term 1.	
Reintroduction of the drop off zone	Risk to pedestrians when walking on school site Risk of accidents when cars stopping on school site and children getting out	H	- To reduce the use of the drop off zone, parents encouraged to walk with their child(ren) to school - In letter July 2021, parents asked to ensure their child gets out of the car on the pedestrian side. Parents asked in the letter to observe a low speed when driving on school site. - Mr Rappold to monitor the drop off zone and the driveway.	L
Parents visiting the office	Parents queuing to visit the office (particularly at drop off/collection time) and causing congestion and not socially distancing.	H	- Where appropriate parents are still asked to telephone or email ahead to discuss their query with Office staff. - Painted box to demarcate 2metres social distancing if parents wish to visit the office. - Parents to maintain a social distance from school office staff and use hand sanitizer prior to using the signing in and out machine. - Parents to use SQUID to pay for school dinners online. - Parents to drop correspondence off into the box inside the reception area and inform Mrs Munday it is there. - Regularly wipe over the signing in/out machine with antibacterial wipes or spray.	L
Children working in the classroom	Risk of transmission of coronavirus	H	- Children continue to be grouped into year group bubbles and mix with one other year group at playtimes (to be reviewed at the end of Term 1). - Children to be sat in small groups or in rows depending on the layout of the room and what will facilitate the best learning for the pupils.	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			• PPA to only be covered across limited classes and adults remain socially distanced as much as is practically possible. • In class adults remain socially distanced as much as is practically possible. • Adults avoid sitting with one child less than a metre away for longer than 15 minutes on one occasion. If working one to one with a child adults should ensure they set independent work throughout the day to enable them to social distance and to move away. • While currently, masks/visors are not deemed essential in primary schools staff may wish to wear one when working with children or a group where social distancing can-not be maintained. • Keep the classroom well ventilated with windows opened at the top and doors open. This will reduce children/adults having to touch door handles during the day.	
Good, natural ventilation in working areas.	Ensuring classrooms and working spaces are well-ventilated As the weather becomes cooler risk to children and staff.	H	• Use of DfE provided CO2 monitor to monitor the air quality in classrooms. • Continuation of good natural ventilation during the day essential • As the weather is getting colder during lesson times and when the room is occupied the windows can be open at the top to allow background ventilation. • During playtime and lunch times windows should be open fully to allow a full flow of air through and to purge any air from the previous session. Fire doors will need to be left open during playtime and lunchtime • Children to be reminded on the newsletter to bring a jumper with them and a school fleece for lesson time. Parents have been asked to provide an additional base layer for their child is needed. All staff have been provided with a school fleece. • The school heating system will be on during the day and staff will turn it off during playtimes and lunchtimes while the	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			windows and doors are open. It can continue to be used throughout lesson times. In other areas in the school, such as the hall, staffroom, offices the windows must be open throughout the day.	
Children passing in the corridor Using the Key Stage 1 and 2 toilets	Mixing with children from other 'year group, low risk of transmission when passing another child in the corridor	L	- Children will be allowed to use the toilets but will be reminded to leave the toilets immediately after use and to not to go inside if a toilet or sink is not available. 1 child per class to be sent to the toilet at a time to reduce overcrowding in the toilet. - Adults to walk children to the hall from outdoor play once they are lined up as a group. - Staggered lunch times/break times to reduce number of opportunities for groups meeting in corridors. - Toilets to be monitored at lunch time and additional cleaning in place. - Children to be encouraged to walk down the left hand side of the corridor. - A child or pair of children will bring the register to the School office.	L
Transmission of coronavirus via surfaces (classroom)	Potential transmission of coronavirus through surfaces e.g. tables, resources, pens, pencils, door handles	H	- Ensure regular hand washing thoroughly for 20 seconds with, running water, soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring all parts of the hands are covered. - Handwashing at: - Arrival - Before play (prior to eating fruit) - Before lunch - After eating <i>In addition to these scheduled hand washes pupils must also wash their hands following coughing/sneezing thoroughly.</i> <i>Guidance for washing hands properly displayed by every sink in school.</i>	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			• Continue to use hand sanitising stations installed around the classrooms. • Cleaning frequently touched surfaces often using standard products, such as school provided detergents and bleach - prior to lunch time and prior to the end of the day. • The majority of children to remain in the same group, same classroom and same seat. Those children attending additional catch up sessions will wash their hands before attending their session and when returning to class. • If children move to another seat to work then they will need to take their own resources with them and staff will advise the children when to sanitize. • Children provided with their own resources, such as: pens, pencils, ruler and rubber (in their tray in KS2) which they keep on their desk to avoid cross-contamination. In KS1, share a table pencil pot with a small group of children. • EYFS to adopt a clean as they go approach to resources and disinfect resources as needed throughout the day. • Laptops to be cleaned at the end of each day and classroom resources as needed. • No shared use of cups, crockery, fabric resources, musical instruments (that are blown). Recorders will be named and kept in the children's tray.	
Transmission of virus via surfaces (out of classroom areas)	Risk of transmission of coronavirus via. virus living on surfaces especially metal in particular	M	• Additional alcohol wipes available • Alcohol wipes to be provided around the school beside photocopier, kettle, signing in machine, key pad for entry into school, phones and staff asked to wipe each item after use to reduce risk • Light switches, door handles are cleaned frequently throughout the day • Doors to be left open to reduce touching of door handles.	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

Transmission of coronavirus via coughing, sneezing	Risk of transmission of virus via. sneezing, coughing to another child or adult	H	- Parents to be reminded that children who are unwell with COVID-19 symptoms do not attend school setting and inform the school immediately. - Adults socially distance from children by sitting at opposite end of table or standing behind them. - Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (signs up in classroom) - Lidded, peddle bins to be emptied regularly throughout the day - A supply of tissues to be available in classrooms - Handwashing following sneezing/coughing. - Staff to ensure they check supply of tissues/hand towels in classroom/toilet regularly and cleaning resources and inform Mr Cassem if they need additional resources to enable him to monitor the school's supplies of cleaning resources.	L
Break time	Year groups of children coming into wider contact with one another e.g. passing one another in corridor, accidentally meeting in toilet, playing together with resources	H	- Staggered play times with only 2 classes at playtime/lunch time at a time to be reviewed at the end of Term 1. - The 2 classes can mix at playtime and lunch time due to the well ventilated nature of the playground. - Discuss behaviour expectations with children and reinforce a range of non-contact games e.g. what's the time Mr Wolf? - Refer to display which shows examples of socially distanced games for children to refer to. - Remind children of expectations while playing outside frequently. - Continue to provide each group with their own balls and bats, which can be cleaned after playtime to avoid groups sharing resources - Same adults to cover playtime with the groups as much as is practically possible. - Take first aid resources outside and wipe first aid spray with alcohol wipe after use for next adult. - As required Mrs L Taylor to provide additional first aid for Swans/Herons while playing outside.	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

Assemblies/collective worship	Large gatherings in the hall and creating a wider risk of transmission between year groups. Maintaining time for the whole school community to come together.	H	- No singing assemblies initially - to be introduced for KS1/KS2 separately during the first half term. - Maintain a distance between classes as much as practically possible and facing forward. - As per COVID contingency plan - classes with positive cases asked to deliver their assemblies in class and not attend assemblies.	L
Lunch time	Groups of children coming into wider contact with one another e.g. passing one another in corridor, accidentally meeting in toilet, playing together with resources Eating together in the hall Use of cutlery, plates and cups	H	- Children sanitise or wash their hands prior to eating and entering the hall. - Staggered lunch times (see rota) - Children to eat lunch in their year groups. - Continue with no queue lunch times - food will be brought to the children when they are seated - Middays in the hall serving lunches remain socially distanced from the children where possible and will be wearing visors/masks when serving the food. If they need to come close they are moving while collecting the food. - Adults are constantly moving and avoiding staying in one place longer than they need too. - Tables and chairs are cleaned prior to each group of children coming to sit in the hall. - The children's hands are sanitised before leaving the hall. - Remind children that they should not be getting up and moving around. - Lunch time supervisors to consistently supervise the same groups where possible. - SLT on a rota to supervise in the hall and support where necessary. - Hall heroes to be reintroduced and discussion with children working as hall heroes around social distancing and hand sanitising - When on the playground children to play socially distanced games with guidance from play leaders	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			Staff to continue to play with children to teach them socially games (book available)	
Wet play	Risk of transmission between bubbles Use of a wide range of resources in class	M	- Rota to be created for staff to ensure they are supervising the same year groups consistently - Adults to rotate the resources used during wet play e.g. use of colouring/watching a film - Resources and surfaces to be cleaned as needed. - Staff to monitor the use of the toilets throughout wet play	L
First aid	Close contact with children when providing first aid (especially Year R and 1) Use of first aid table/shared resources between bubbles.	H	- First aid kits available in each classroom to reduce number of adults using the resources. - First aid book to be stored centrally on the first aid table - Adults to provide feedback to Mrs Viyaya/Mrs Gibson if they need additional resources over the term. - Children encouraged to clean their cut/use a plaster as independently as possible (age dependent) - Gloves, mask and apron to be worn where appropriate - Thorough hand washing after first aid using hot water and soap for at least 20 seconds.	L
Child becoming unwell	Risk to that child with symptoms and becoming more unwell while waiting for parents. Transmission of coronavirus to other children and staff	H	- Minimise contact with individuals who are unwell (child to be moved to sit in the meeting room) while waiting for parents to collect. - Mr Cassem and parents informed immediately, parents asked to collect. - Area in the classroom where the child had been sat to be thoroughly cleaned, adult to wear gloves and then wash their hands for at least 20 seconds using warm water and soap. - Temperature to be taken and recorded (above 38 degrees as an indicator) - Adult to monitor the child (especially their respiratory symptoms) and provide support as needed - If child wishes to go to the toilet while waiting to be collected they need to use the disabled toilet which needs to	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			be cleaned prior to any other person using it using bleach and standard cleaning products. • Apron (disposable), gloves (disposable), mask (fluid resistant surgical mask) and goggles (if a risk of vomiting, coughing or splashes to the eyes) to be worn if child needs adult to come within 2 metres distance to support them (stored in cupboard outside meeting room) • Signs around meeting room and first aid table with information about correct use of PPE including removal of gloves. • When PPE removed to be double bagged and stored for 72 hours • All staff watch gov.uk videos: which shows how to use PPE correctly and how to remove PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Call 999 if symptoms are such that life appears to be at risk. • Door to be opened once child has gone home, surfaces to be immediately disinfected and other objects children have touched. • Adult to change into their spare clothes if they have not been able to maintain social distance. Those who walk can leave them in the cupboard in the staffroom. • For further information: <u>COVID-19: cleaning of non-healthcare settings guidance</u> • More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</u>. • Any children or staff who have been in contact with the child do not at this point need to go home unless they themselves develop symptoms. If the child tests positive then other	
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Risk Assessment and Risk Management Record

The Gateway Primary Academy

			adults/children will need to be tested as per NHS track and trace. • A negative outcome certificate is not required before a child comes back to school but any return to school will be in consultation with the Headteacher. • Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that we can continue teaching. • Below are the contact details for the Kent Health Protection Team: 20/1/21 • In hours: 0344 225 3861 (option 0 then option 1) • Out of hours: 0844 967 0085 • Email: KPU-Kent@phe.gov.uk • Email hpu-kent@phe.gov.uk <i>If we have 5 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected we may have an outbreak and will continue to work our local health protection team who will advise us what action needs to be taken. They may advise a larger number of pupils self-isolate as a precautionary measure. Then remote learning will be implemented.</i>	
Child does not adhere to social distancing guidance	Risk to that child, other children and staff if social distancing is not adhered to	H	• Parents to be informed of changes to behaviour expectations for safety of their own child, other children and staff and asked to discuss with their child. • Behaviour addendum discussed with staff and governors and shared with parents on school website. • Children to be reminded promptly as soon as they break social distancing • If they continue to break social distancing with staff/other children will be sent home and will not be able to be on site due to safety	M

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			Further risk assessment will be undertaken to determine the safety of that pupil, staff and other children if that pupil were to return to school	
Challenging behaviour from individual children with additional needs	Potential challenging behaviour from children with SEN or additional needs.	M	- Risk assessments in place for children with EHCPs and reviewed in preparation for children's return to school. - Staff discuss strategies during staff meetings. - Individual concerns to be discussed with the Headteacher and SENCO - Risk assessments discussed with parents. - Work alongside parents to support child's reintegration to school e.g. a flexible approach with a mixture of school based and home learning initially. - PSPs in place and discussed with pupils and parents. - Use of meeting room as a 'break out' safe room for pupils - surfaces to be wiped down after use.	L
Intimate care e.g. toileting a child with SEND or a young pupil has an accident	Social distancing can not be maintained while changing - risk of transmission for staff and pupil	H	- Ensure staff are aware of appropriate PPE to wear while supporting a child to get changed if they can not maintain 2m. - Pupil and staff to thoroughly wash their hands for at least 20 seconds using soap and hot water. - PPE to be taken off safely following government guidance. - Spare clothes available in classrooms. Staff to inform SLT if they need additional clothing for children.	L
Possible case of coronavirus	Possible transmission of coronavirus to the adults and children within that child's or adults group	H	- When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and told to self-isolate for 10 days. They will not be allowed back into school within this time unless they have completed testing. - If the child displays symptoms of being unwell e.g cough, cold, high temperature and have tested negative then it will be in consultation with the Headteacher when they return to school.	M

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			• All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms and are encouraged to get tested in this scenario. • Where we receive notification of a positive case then the rest of the class or group within their classroom will be informed. • Staff will be asked to complete a self-isolation assessment online using the gov. website • Additional information available in Stay at Home: guidance for households with possible or confirmed cases of Coronavirus and current guidance available on the NHS website. • The school will follow government guidance on 'Track and trace' when there is a confirmed case of coronavirus.	
Communication with parents	Risk of transmission	H	• Parents to be encouraged to arrange appointments via the school office on 01322 220090 or office@gateway-pri.kent.sch.uk • If a staff member wishes to speak to a parent after school they must adhere to social distancing guidance and be outside where possible. • After discussion with SLT, teachers to ring parents to provide feedback. More serious changes in behaviour will be fed back via a phone call from SLT. • Any pre-arranged meetings with parents will take place in the hall socially distanced and all adults attending must wear a mask unless exempt	L
Staff to pupil ratio (staff illness, vulnerable staff)	Insufficient staff to maintain group ratios identified in risk assessment	H	• Shielding guidance was paused on the 1st April 2021. • Staff have the responsibility to inform the Headteacher if their circumstances change. • Keep all staff informed of all decisions in good time to alleviate any concerns where possible • Speak to all staff and identify any reasons they are unable to return to work.	M

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			• Staff ensure that they follow and adhere to government guidance to ensure they can come to work. • Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation and are tested. • Individual risk assessment to be undertaken for vulnerable adults. • If needed, work alongside supply agencies to identify regular cover for the class. Try to reduce the number of adults covering a class. • Clinically vulnerable adults can still attend school (October 22nd and following government announcement on 31st October) but must pay particular attention to section 6 guidance in the full re-opening guidance relating to prevention. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	
Vulnerable pupils	Danger to vulnerable pupils with an underlying health condition catching coronavirus when in school	H	• Shielding guidance was paused on the 1st April 2021. • Parents should keep seek additional advice from medical professionals if they are anxious or unsure about their child returning to school and discuss options to home school with Kent County council/the school. • All NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene • Review of medical care plans in preparation for pupils returning to school • Individual risk assessment to be undertaken for vulnerable children. • Meet with parents to discuss procedures in place and advice from hospital/medical professionals in their return to school • Ensure all adults aware of practices in place for relevant children • Ensure medication in date on return to school	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			Medicines to be stored in finance office in locked cupboard - adults to wash hands prior to entry and after entry.	
Attendance	Risk of impact on the children's learning/education through lower attendance Research shows those with higher overall absence tend to achieve less well in both primary and secondary school.	H	- Full time attendance mandatory from the start of Term 1. - Parents to discuss any concerns they have with school - School to ring parents on first day of absence and identify cause - Attendance monitoring to continue as normal and to be followed up. - Attendance addendum and expectations to be shared with parents September 2021 written from COVID attendance guidance for 2021/2022. - Full time attendance expected from all groups of pupils unless they are unwell. - If necessary, use some of the COVID 19 catch up funding to re-engage pupils and support their attendance.	L
Music lessons	Risk of transmission via instruments/singing	H	- The same peripatetic music teachers to remain socially distanced while teaching the violin/ukulele. Masks/visors to be worn by teachers. - Singing can take place in music lessons provided it is in small groups of pupils and pupils are socially distanced. The teacher must ensure that background music is kept to a minimum to reduce the volume at which the children are singing. - Children to wash hands after using the instruments - Use of percussion instruments, instruments to be cleaned thoroughly after use and before another group using them. - Violins, recorders and ukuleles to be labelled with individual children's names	L
PE lessons	Social distancing, children moving around, sharing PE resources	H	- Depending on the equipment the children are using then they will need to wash hands pre and post PE sessions - PE to take place outside as much as is practically possible to give children the maximum amount of space when completing	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			activities. • When completing PE in the hall ensure all windows are open. • Staff to refer to additional guidance from the sports return to recreational sport guidance. • Teachers to reduce the amount of equipment used. • Equipment to be fully cleaned and wiped over following use. • If mats use/the hall is used, ensure the hall is wiped over fully afterwards. • During PE sessions reduce the number of different children who work together.	
Use of communal areas, such as the staff room	Staff from different bubbles coming into contact in the staff room Social distancing in the staff room	H	• Staff to be asked to reduce the amount of food they place into the fridge and leave a gap between their own lunch and someone else's • Staggered lunch times to reduce the number of adults needing to eat lunch at the same time • Where possible, limit the use of the staffroom but if using it then staff to sit socially distanced. Ensure the surface they are using to eat is wiped over before and after use. • Handwashing facilities available and hand sanitizer provided for staff • Staff to be responsible for socially distancing in the staff room and following the guidance displayed around the room. • Resources in the staff room to be wiped down after use with alcohol wipes. • In areas, such as: corridors where social distancing can not be maintained staff can wear masks. • Staff to maintain social distance, wear a mask if desired and open the windows during staff meetings to reduce risk of transmission. • Staff should not spend longer than 15 minutes talking to each other unless they outside, in a well ventilated room, socially distanced or wearing a mask or visor.	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

Use of smaller areas around school e.g. Maths cupboard	Less ventilation available in Maths cupboard, limited space to social distance in yellow room, stock room and office cupboard	H	- Yellow room to only be used by a maximum of 2 adults at a time. - Only small interventions groups to take place in there e.g. 1:2, 1:1 - Maths cupboard can be used for 1:1 interventions but the door and roof vents are to remain open. - One adult per stock room and office cupboard at a time.	No risk
Local lock down	Tiered restrictions in place for different localities Impact on the learning and education of our pupils at The Gateway Immediate wider restrictions e.g. stricter social distancing, reduction in the number of children coming into school	H	- Follow government guidance/local authority guidance immediately - Follow guidance laid out in our 'local lock down contingency' plan available on our school website, which lays out actions our school will take at each tier of lockdown. - Communication with parents as soon as possible if local lock down comes into force. - Tier 4 - Identify how many children will need to come into school and how many adults will be required for key worker/vulnerable children. - Create rota to reduce number of adults in school. - Reduction of number of children in classrooms - Rooms used to be rearranged to allow for stricter social distancing guidance - Online learning to be set immediately using Google classroom.	M
Lock down	Immediate risk from lock down situation in school. Risk when going to lock down locations in school -distancing etc.	H	- Review lock down procedures for returning to school with all adults - e.g. where would they go with their group, discuss how the messages would be conveyed, keys to doors etc. - Remaining social distanced while in 'lock down' would be difficult but the immediate risk would be greater	M
Safeguarding	Risk to pupils' safety and wellbeing	H	- Revisit safeguarding in staff inset day at the beginning of the year - Staff to be aware of updates to KCSIE, updated safeguarding procedures and key indicators of abuse in preparation for	M

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			returning to school • Staff to all recomplete: e-safety, prevent and read Part 1 of KCSIE. Governors to read part 2. • Acceptable User Policy to be signed by all staff including remote user expectations in preparations for remote learning if needed. • Discussion of safeguarding issues in weekly staff meetings. • Headteacher to work alongside outside agencies, such as: early work helpers to support pupils • Children effected by project encompass to be monitored carefully and time to talk given. • Attendance monitoring for pupils and inform early work helpers/social workers of any non-attendance. • Weekly telephone conversations with parents who have SEN and vulnerable that are not in school.	
Pupil and staff well-being	Pupil and staff well-being significantly harmed by impact of CV-19.	H	Pupils • Parents to inform school of any changes at home as a result of time off immediately. • Social stories written for children on how school will be when we return including photos of the school. • Parent views taken it consideration and school communicates how these have been responded to following survey monkey • Identify support available through the Wellbeing for Education return programme through government funding through Kent County Council • Attend wellbeing webinar and discuss strategies • Discuss pupil wellbeing every week in staff meetings and discuss feedback and monitor pupils. • Identify opportunities for Project Salus to be reintroduced. • Share 'guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) pandemic • Collective Worship promotes spirituality, singing and enjoyment	M

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			• EH referrals for pupils / parents displaying signs of emotional stress or mental health concerns. • Use resources/ideas from Mental Health Champion training completed by SLT with MIND • Liase with MIND and use signposted resources and agencies to support parents/children. Staff • Support from governors for staff wellbeing and monitoring the wellbeing of the Head teacher on an ongoing basis. • Support for staff as needed and time to talk in staff meetings • Buddy system in place • SLT to monitor the wellbeing of staff and offer support as necessary. • Staff support line shared to all staff. • Regular fresh air breaks for all children and staff. • Praise and encouragement and high levels of compassion displayed at all times by all leaders. Support for staff/pupils in line with the bereavement policy (available on school website)	
Outside visits	Transmission of coronavirus, transport on coach, meeting members of the public, social distancing not possible	H	• In line with current government guidance, school trips can continue. • A comprehensive risk assessment would be undertaken to identify risks and measures put in place through discussions with the trip location.	No risk
Please note the yearly flu immunisation will take place as a counter measure to Coronavirus for pupils				
Outside visitors / Contractors	Outside visitors coming onto school site having visited different locations	H	• Only essential contractors, carrying out essential work to be allowed to be on site. Work to be arranged afterschool, where possible. • Visitors will be asked to wear a mask while on site, office to have a small contingency of masks for any visitor who has forgotten their own. • Adults to immediately wash their hands and discussion of social distancing expectations and conduct on school site.	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			- Adults on site to be escorted around school premises and reminded not to touch unnecessary items. Adults to avoid going into areas where children are working. - A sign in record kept which includes a phone number will be held for 21 days to enable Track and Trace. - Visitors to scan the QR code on entry to school using their NHS APP.	
In year admission	Children mixing between schools and bubbles. Children not knowing the rules and procedures at The Gateway Missing education by self-isolating	H	- Only one parent to be able to tour the school wearing a mask. - The Gateway will provide work for the child to complete at home before attending the school. - Parents will be supplied with a parent guide and pupils' given an update by the class teacher. - Parents to complete the return to school agreement and hand it into the school office.	L
New intake September 2022	Groups of parents visiting The Gateway and increased risk of transmission	H	- In line with other Kent schools, a virtual tour will be available on the school website which shows the school classrooms. - Children to visit in small groups to play in the outside area prior to starting school. - Parents invited into school to sit in a well ventilated room / outside to discuss their child in the first 3 weeks of school. - Further questions or enquiries parents have should be emailed to the school office.	No risk
Recruitment	Additional adults coming onto school site. Safeguarding issues around new recruitment	H	- Advert to be advertised on Kent-teach as previously - If candidate wishes to visit the school, they may but with a mask and expectations around social distancing will be discussed on arrival and they will complete and sign the visitor agreement. - Wash hands on arrival. - They will complete an escorted tour of the school and look into classrooms from the doorway, if possible tour to take place after school. - Interview to take place via zoom with the chair of governor present, who has completed safer recruitment training.	L

Risk Assessment and Risk Management Record

The Gateway Primary Academy

			All necessary checks will be completed prior to appointment in line with Keeping Children Safe in Education Part 3.	
Volunteers	Additional adults coming onto school site and increased risk of transmission	H	- Relevant checks to be completed in line with KCSIE prior to volunteer starting at school. - Volunteers to predominantly work in one bubble. - Provide a volunteer pack to read and sign including Keeping Children Safe in Education, volunteer policy and the most recent copy of our risk assessment. - Volunteer to maintain social distancing as much as is possible. - Volunteers to follow school guidance during their time on site and government guidance outside of school.	L

Government guidance followed when writing this risk assessment:

1. Actions for schools during the coronavirus outbreak (17th August 2021)
2. Managing coronavirus (COVID-19) in education and childcare settings (17th August 2021) - **Contingency framework: education and childcare settings**
3. Early years and childcare coronavirus (COVID-19) outbreak (17th August 2021)
4. The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) (20th July 2021)
5. Every Mind Matters - NHS (www.nhs.uk) - guidance for mental health and well being
6. Guidance for cleaning non-medical buildings (19th July 2021)

Guidance from these documents has also formed a part of our risk assessment

- British Safety Limited
- Planning for Schools Re-opening document (NEU)
- Kent Guidance for Full Opening in September (Updated 10th July 2020)

Further guidance available in...

1. Child Protection and Safeguarding procedures, Addendum April 2020
2. Child protection and safeguarding Policy, September 2021
3. Acceptable user agreement for remote learning and online communication (September 2021)
4. Attendance Addendum, September 2021
5. Health and safety policy, March 2021
6. Bereavement policy, October 2020



Risk Assessment and Risk Management Record

The Gateway Primary Academy



7. Online safety policy including information on remote learning, January 2021
8. Parent guide for returning to school

On going risk assessment:

1. Apply the control measures
2. Monitor how effective they are
3. Change adapt, revise as required

All staff to report:

- Report any new hazards or risks identified (for example: any member of the school community feeling unwell – cough or high temperature) to Jamiel Cassem immediately
- Effectiveness of control measures and any feedback
- Changes to site or levels of resources e.g. tissues, soap, gloves

Headteacher:

Completed:

Signed:

Please Print:

Chair of Governors:

Completed:

Signed:

Please Print: